



GE VERNOVA

Clear-Orbit Training Document

Please note: Any sourcing related issues please call Toll Free: 866 770 5248 or email esourcingsupport@gevernova.com with your details to create ticket on your behalf.

Escalation Point of Contact

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Agenda

- ❖ [Register Single Sign on with GE Vernova](#)
- ❖ [Requesting clear orbit access](#)
- ❖ [Forgot User ID?](#)
- ❖ [Forgot Password?](#)
- ❖ [How to view all the lines of a Purchase order in a Single Page](#)
- ❖ [Acknowledge Purchase Order\(s\) in Clear Orbit Application](#)
- ❖ [Steps to submit the invoice against the Purchase Order](#)
- ❖ [eSourcing Contact Details](#)

Register Single Sign on with GE Vernova

Step 1 : Open URL <https://registration.gepower.com/registration/>

Step 2 : Click on the **Register**

Step 3 : Update the Basic and Mandatory Information

Step 3.1 : Ensure to find on all mandatory fields rather than

Step 3.2 : If recheck the fields and update

Step 4.1 : Answer country information for security reasons

Step 4.2 : Check

Step 4.3 : I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above.

Step 4.4 : I agree to GE Vernova Terms and Conditions

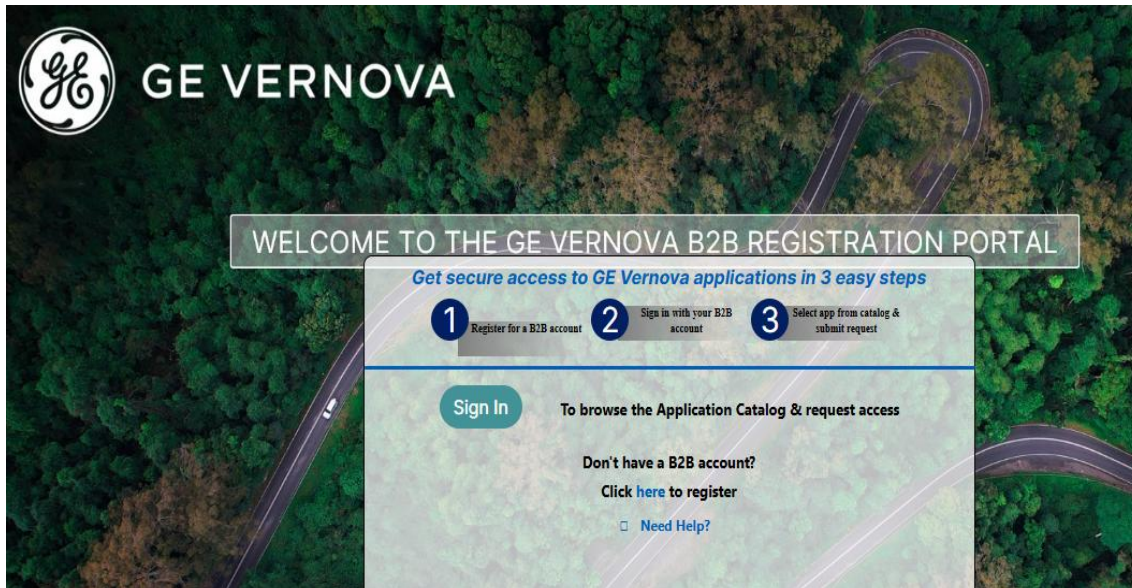
Step 4.5 : Click or touch the image mentioned

Step 4.6 : Click **Submit**

Step 4.7 : Once you hit submit you see the confirmation as below in **GREEN**

You have now successfully registered with GE Vernova

Preserve your SSO ID and credentials for further use



Registration

GE Vernova requires all of the following information to register new users.

Create your User

No special characters allowed except for: . - @ _

First Name *

Last Name *

Company Name *

Company Email Address *

User Name (SSO) *

Create your password *

Verify your password *

Set a Security Question *

Create a challenge answer *

Please answer the following three questions referencing the countries listed.
This information is needed to comply with applicable laws.

Cuba / Iran / North Korea / Syrian Arab Republic / Sudan / Russia / Ukraine / Belarus

Do you reside in any of the listed countries? ☐ Yes ☐ No

Does any of your work-related activity take place in any of these countries? ☐ Yes ☐ No

Is your company incorporated in any of these countries? ☐ Yes ☐ No

☐ I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above. *

☐ I agree to GE Vernova's Terms and Conditions? *

Click or touch the Eye

Requesting clear orbit access

Step 1

- Open URL :-<https://registration.gepower.com/registration/>

Step 2

- Click on **Sign In**
- Sign in with your SSO ID & Credentials**

Step 3

- Once you Sign In
- You will be redirected to the **Application Catalog**
- Click on **Supplier Apps**
- Key-In “clear orbit” in search field
- Select Application Name by business aligned to
- Clear Orbit (Supplier Collaboration)**
- Click on “+ Add”
- Once “**Added**” a pop-up with note “**Request Access**” will be visible
- Click on Request Access

Step 4

- Fill in the Questions for **Clear Orbit (Supplier Collaboration)**
- Provide purchase order number
- Enter Job Title
- Update telephone number and company name
- And Click **Submit**



Application Catalog



All Applications

Customer Apps

Supplier Apps

Search by Name, Description, Category or Keyword

Clear Orbit (Supplier Collaboration)

ClearOrbit Supplier Collaboration Tool Supporting Power , Energy Mgmt, and Oil business units

+ Add

Clear Orbit (Supplier Collaboration)

Please provide the Purchase Order number (and/or eRFQ number) that you require access to *

Do you need access to the Quality Module (Supplier Deviation Request [SDR], Corrective Action, or Request For Information)* *

- ☐ Yes
☐ No

Please add any additional details needed to support your request. If this request is for the Quality Module Only, please provide SQE name and/or buyer.

Job Title *

Telephone No *

Extension

Company Name *

Submit

Cancel



GE VERNOVA



genpact

Classification: Your request will be moved based on the workflow approval and once approved by clear orbit On boarding team and GE Vernova contact person/Buyer, An automated email notification will reach to your registered email ID and you will be able to access clear orbit Application with your SSO and Credentials

Forgot User ID?

Purpose: Use this feature to retrieve your user id

Step 1: From the home page, click the “Forgot ID?” link –this will open a new page.

Step 2: Follow the instructions on screen to retrieve your account information. Enter your email address and click Submit

Step 3: If the system recognizes the email address you provided, you will see a confirmation message on screen and an email with the user account / id will be Sent.

An e-mail message with your USER ID(s) has been sent
Please close your browser window.

If no information is available for the entered email address, you will see this message:

No USER ID(s) were found for your specified e-mail address
[Continue](#)



Forgot User ID?
Enter Email Address

Confirm Email Address

Forgot Password?

Purpose: Use this feature to reset your password

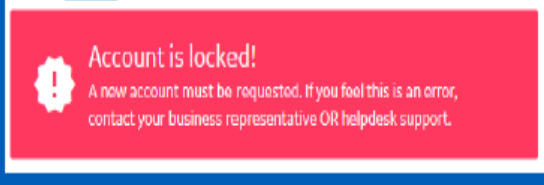
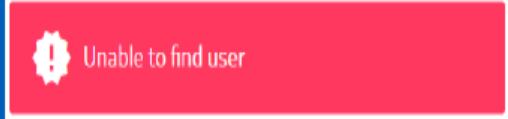
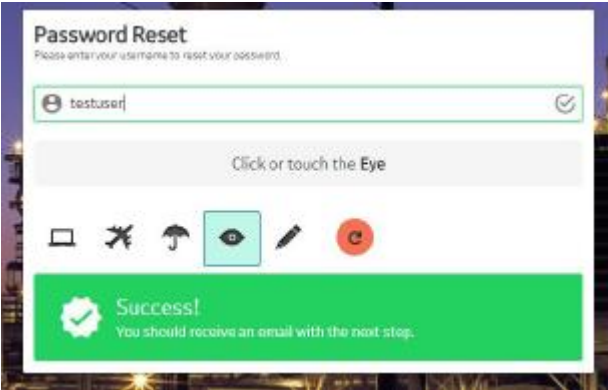
Step 1: From the home page, click the “Forgot Password?” link –this will open a new page.

Step 2: Follow the instructions on screen: enter your user id and complete the security check. Click “**Submit**” to continue.

Password Reset
Please enter your username to reset your password.

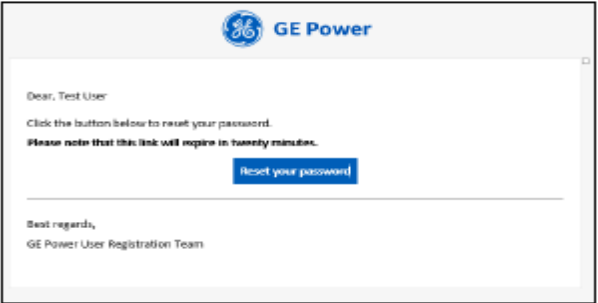
Step 3: If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file.

If there is no existing account **OR** the username you entered is locked / inactive, you will receive a message like those at right. If you feel you are getting these messages in error, use the “Need help?” feature to contact our team.



Step 4: An email is sent to your account on file. Click the “Reset your password” link. Note this link is temporary and will expire as indicated.

Step 5: You will be redirected to a new, secure window to update your password. Follow the instructions on screen and click “Submit”

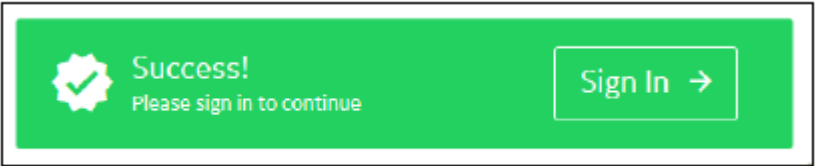


Email message and secure temporary link for password reset



Confirmation message for successful password reset

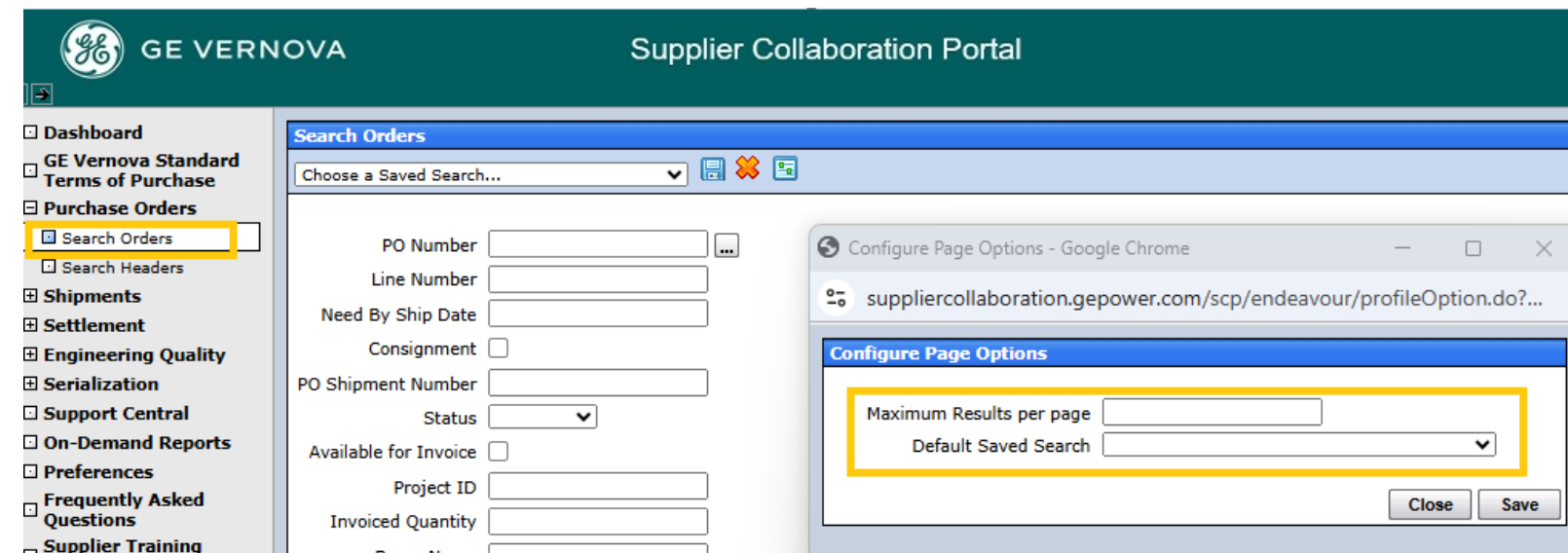
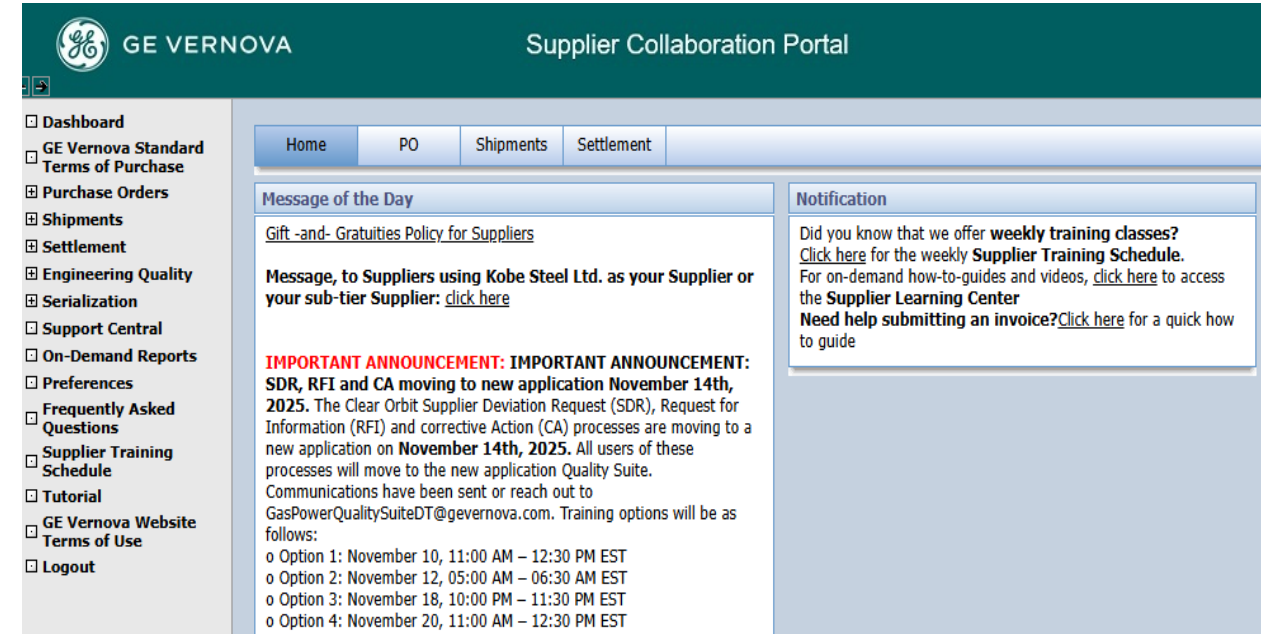
Step 6: Once updated, you’ll receive a “Success” message and be allowed to sign-in with your new password.



Confirmation message for successful password reset

How to view all the lines of a Purchase order in a Single Page

- ✓ Clear-Orbit Application Log-in URL:
<https://suppliercollaboration.gepower.com/scp/endeavour/disclaimer.do>
- ✓ Enter SSO Credentials
- ✓ Click “I Agree” to enter into Clear-Orbit Application
- ✓ Click on Purchase Order
- ✓ Search orders
- ✓ Click on Options Icon
- ✓ Update Maximum Results per page
- ✓ And Hit “Save”



Acknowledge Purchase Order(s) in Clear Orbit Application

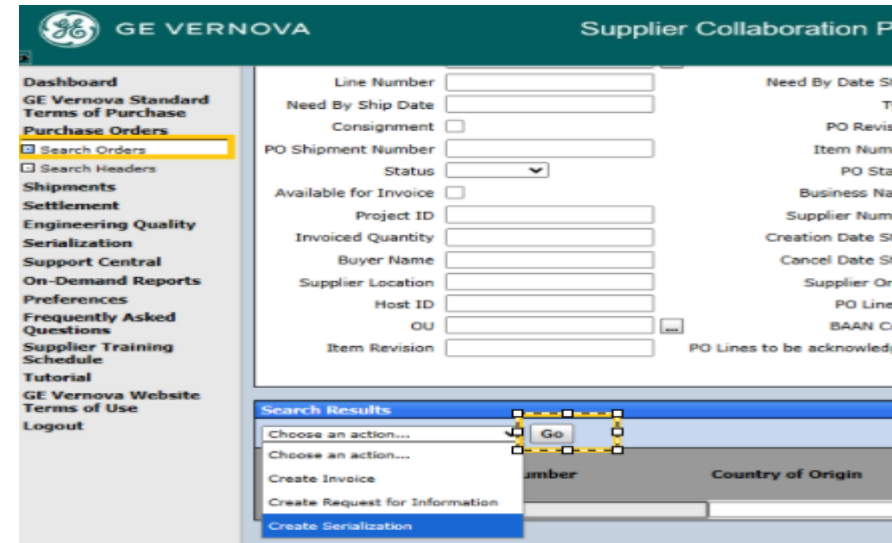
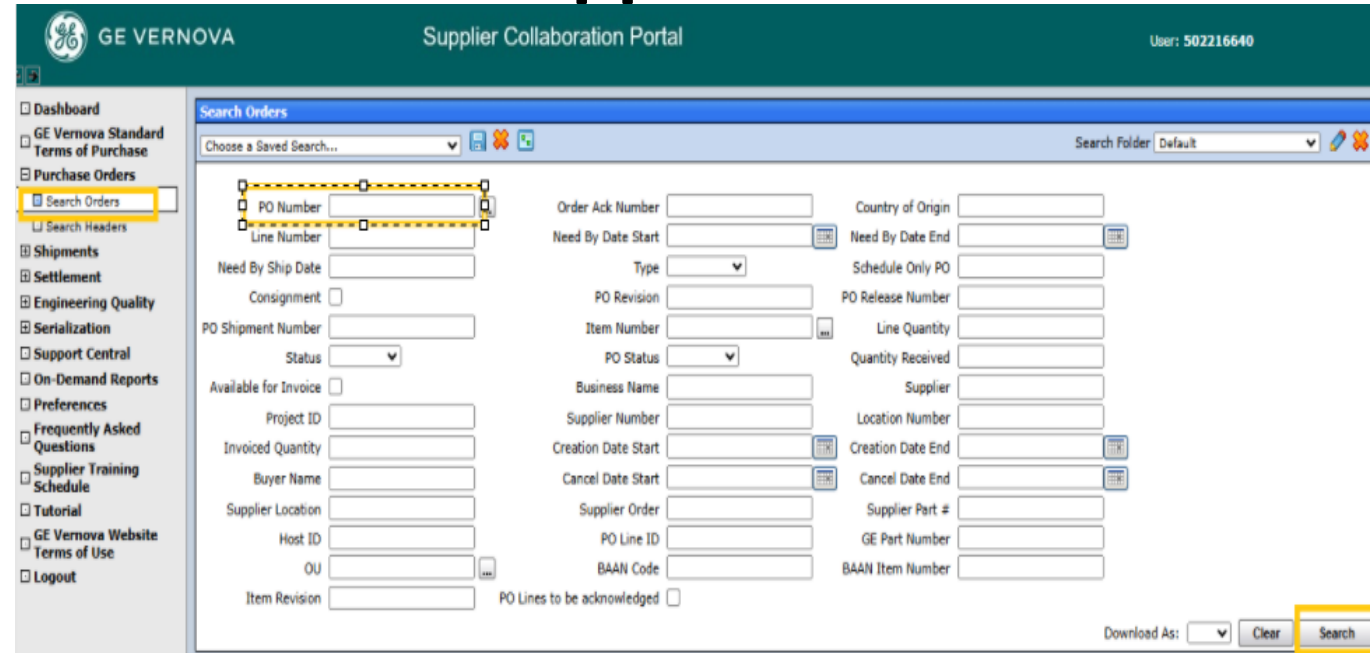
- ✓ Clear-Orbit Application Log-in URL: <https://suppliercollaboration.ge-energy.com/scp/endeavour>
 - ✓ Enter SSO Credentials
 - ✓ Click “I Agree” to enter into Clear-Orbit Application
 - ✓ Click on Purchase order
 - ✓ Search orders
 - ✓ Provide Purchase Order Number
 - ✓ Hit “**Search**”
 - ✓ Only ONE PURCHASE ORDER AT A TIME
-
- ✓ Click on the check box
 - ✓ From Choose an action
 - ✓ Select Accept
 - ✓ Hit GO
 - ✓ If there are no errors thrown, we are good and PO is accepted
 - ✓ In case you receive any error (Refer next slides)

In case you receive a notification “Promise date must be after today’s

- ✓ Update Promise date as tomorrow’s date
- ✓ Select Promised date change reason as other

In case you do not find Calendar Icon available to change “Promise date”

- ✓ Contact your PO buyer to setup the need by date of the Purchase Order to be after today’s date



Steps to submit the invoice against the Purchase Order

- ✓ Clear-Orbit Application Log-in URL: <https://suppliercollaboration.energy.com/scp/endeavour>
- ✓ Enter SSO Credentials
- ✓ Click “I Agree” to enter into Clear-Orbit Application
- ✓ Click on Purchase Orders
- ✓ Click on search orders
- ✓ Key-In Purchase Order Number
- ✓ Hit Search
- ✓ You can see the PO available for invoice as YES

From the choose an action select create invoice and hit GO as shown

- ☐ Dashboard
- ☐ GE Terms and Conditions
- ☐ Purchase Orders
- ☒ Search Orders
- ☐ Search Headers
- ☐ Shipments
- ☐ Settlement
- ☐ Engineering Quality
- ☐ Serialization
- ☐ Supplier Diversity
- ☐ Support Central
- ☐ Preferences
- ☐ Logout

Need By Ship Date	Supplier Location	
PO Revision	PO Release Number	
PO Shipment Number	Item Number	
Status	PO Status	
Available for Invoice	Business Name	
Project ID	Supplier Number	
Invoiced Quantity	Creation Date Start	
Buyer Name	Cancel Date Start	
Supplier Order	Supplier Item #	

Search Results

Choose an action... Go




- Choose an action...
- Accept
- Add to Shipment
- Create Invoice
- Create Request for Information
- Create Serialization
- Create Shipment
- Create Supplier Deviation Request
- Edit PO Details


Line	Quantity	PO Number	Need By Date	Need By Ship Date	Supplier Location	Type	PO Revision	PO Release Number
0001	1551.00		09/07/2019		HOUSTON101	STANDARD	2	0


Dashboard



- GE Power, Oil & Gas, Energy Connections & Renewables Standard Terms of Purchase
- Purchase Orders**
 - Search Orders
- Search Headers
- Shipments
- Settlement
- Engineering Quality
- Serializations
- Preferences
- Support Control
- On-Demand Reports
- Supplier Training Schedule
- Tutorial
- Frequently Asked Questions
- GE Website Terms of Use
- Logout

Search Orders

Choose a Search...   


Search Folder: Default 

PO Number:  Order Ack Number: Country of Origin:

Line Number: Need By Date Start:  Need By Date End: 

Need By Ship Date: Type: Schedule Only PO:



Consignment: PO Revision: PO Release Number:



PO Shipment Number: Item Number:  Line Quantity:

Status: PO Status: Quantity Received:

Available for Invoicing: Business Name: Supplier:


Project ID: Supplier Number: Location Number:

Invoiced Quantity: Creation Date Start:  Creation Date End: 

Buyer Name: Cancel Date Start:  Cancel Date End: 

Supplier Location: Supplier Order: Supplier Part #:

Host ID: PO Line ID: GE Part Number:

OU:  BAHN Code: BAHN Item Number:

Item Revision: PO Lines to be acknowledged:

Download As:

Search Results:

Choose an action...

PO Number	Order Ack Number	Country of Origin	Line Number	Need By Date	Need By Ship Date	Type	Schedule Only PO	Consignment	PO Revision	PO Release Number	PO Shipment Number	Item Number	Line Quantity	Status	PO Status	Quantity Received	Available for Invoicing	Business Name
12568.0			1	10/10/2012		STANDARD	No		1	0	1	12568.0	Accepted Open	0	Yes			

- ✓ You will be directed to a new page as shown
- ✓ Please fill the mandatory fields like Invoice number, Invoice pay site, Invoice quantity
- ✓ Check the payment terms if everything is correct click **“submit”**

The screenshot displays the 'Invoice' form in Microsoft Dynamics NAV 2013. The form is divided into several sections:

- Invoice Information:** Contains fields for 'Invoice Number' (1000000000), 'ASN Number' (1000000000), and 'Invoice Description'.
- Display Invoice Information:** Contains fields for 'Supplier' (1000000000), 'Supplier Site' (1000), 'Payment Method' (CHECK), 'Invoice Date' (2013/12/31), 'Supplier Site' (1000), 'Freight Terms' (V60), 'Payment Method' (CHECK), 'Status' (2013/12/31), 'Supplier Number' (1000000000), 'Freight Terms' (V60), 'Ship Date' (2013/12/31), and 'Freight Terms' (2013/12/31).
- Invoice Table:** A table with columns: 'Invoice Number', 'Line', 'Item', 'Description', 'Quantity', 'Unit', 'Price', 'Invoice Price', 'Tax Amount', 'Invoice Price', and 'Extended Amount'. It contains one line item: 'MISCELLANEOUS OTHER' with quantity 1.00 and price 35.99.
- Totals:** A section with fields for 'Invoice Sub Total' (35.99), 'Total Tax' (0.00), 'Special Charges' (0.00), 'Freight Charges' (0.00), and 'Invoice Total' (35.99).
- Buttons:** 'Submit' and 'Cancel' buttons are at the bottom right.

eSourcing Support Contact(s)

If you still face any issues; Please contact L1 eSourcing Helpdesk

- ✓ **Telephone:** (866)-770-5248 Option 2
- ✓ **Email:** eSourcingSupport@gevernova.com
- ✓ **Visit us** <https://buildsmart.capgemini.com/sites/1564108/portal/1043018>

Escalation Point of Contact

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- ☐ G, Karthikeyan -karthikeyan2.g@gevernova.com



THANK YOU!

